

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100170002-3 (Supersedes 30-64)

Approved 10 Dec 73

OFFICE, DIVISION, BRANCH

Records Administration Branch, DD/M&S
(formerly Records Administration Staff, DDS)

SIGN

TITLE Chief, Records
Administration Branch

DATE

10 Dec 73

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>RECORDS PROGRAM FILES:</p> <p>Correspondence, reports, and other papers which document the Agency Records Management Programs. Used in directing and administering daily activities of the records programs and in establishing and recommending plans and policies for the management and improvement of paperwork and information control throughout the Agency. Used for background information, reporting purposes and in conducting daily operations. Filed by program and by subject thereunder.</p>	4.5	<p>Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 2 years, then send to the Agency Records Center. Transfer to the Agency Archives after 12 years retention in the Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.</p>
2.	<p>STAFF PROJECTS FILES:</p> <p>These are records copies of special studies, surveys and reports which were prepared by Branch members after investigating specific problems or in developing projects to improve paperwork and information activities. They include project analysis, recommendations, accomplishments, graphics and other documentary material. Arranged organizationally and by subject.</p>	.5	<p>Permanent. Disposal not authorized. Retain in current files for one year then transfer to the Records Center if project not of current interest. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.</p>

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3.	<p>ADMINISTRATIVE FILES</p> <p>These files reflect the housekeeping functions of the office. They include correspondence, reports, memoranda on personnel, training, security, logistics, budgeting and other related administrative subjects. Filed according to Agency Subject File Manual.</p>	1.5	Temporary. Destroy three years after date retired to Records Center. Break files annually and hold at least one year and retire.
4.	<p>EMPLOYEE CARD FILE:</p> <p>OF46 cards for each office employee which summarize personal and employment history required for daily supervision of personnel activities. Filed alphabetically by surname.</p>	.1	Temporary. Transfer with Agency reassigned personnel to gaining component. Destroy 30 days after employee officially resigned from the Agency.
5.	<p>COURIER MAIL RECEIPTS and DOCUMENT CONTROL (Form 240) (Form 238)</p> <p>Incoming and outgoing mail receipts prepared on material received for action and/or circulation internally and on material receipted by couriers. Serves as a log. Filed chronologically.</p>	.1	Temporary. Destroy when one year old.
6.	<p>REGULATORY ISSUANCES:</p> <p>Bound copies of Agency Regulations, Notices and Handbooks maintained for reference.</p>	1.0	Temporary. Retain in current files area. Destroy when obsolete or superseded.
7.	<p>LIBRARY MATERIAL:</p> <p>Books, guides, manuals on subjects of interest for reference.</p>	-0-	Obsolete. This collection no longer exists as it was originally listed in Schedule 30-64, 29 November 1963. All reference material is now under Item 14 of this schedule.

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8.	<p>RECORDS CONTROL SCHEDULES:</p> <p>Record copies of Records Control Schedules for Agency components, plus background information pertinent to each office, and where applicable, authority to dispose of records, authority being obtained from the National Archives and the Congress.</p> <p>a. Comprehensive schedules for individual Agency components. Schedules contain detailed information on types of records, use, contents, volume and disposition instructions. Filed by component and their internal organization office breakdowns.</p> <p>b. Copies of disposal authorizations obtained from National Archives on records not covered by General Schedules. (Original forwarded to Records Center). <i>AGENCY ARCHIVES</i> <i>acm</i> <i>11 Nov 74</i></p> <p>c. Background files. Contain information pertinent to analyzing specific records problems, including organizational changes, files peculiar to an office, changes in functions or responsibilities within an office, and other papers which may have been gathered while conducting a study. Filed organizationally.</p>	<p>1.5</p> <p>.5</p> <p>1.5</p>	<p>Permanent. Transfer to the <i>AGENCY</i> <i>11 Nov 74</i> <i>acm</i> <i>74</i> Records Center (Archives) when superseded. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Temporary. Review annually and destroy material no longer pertinent to current activities.</p>
9.	<p>VITAL RECORDS DEPOSIT SCHEDULES:</p> <p>Copies of schedules prepared for each component identifying the vital records to be deposited, frequency of deposit and disposition instructions. Maintained for reference of VR Officer or the Branch in reviewing VR activities.</p>	.5	Temporary. Destroy when superseded.

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10.	<p>RECORDS PROGRAM WORKSHOPS:</p> <p>Files contain lectures, exhibits, slides, graphics, guides and reference materials which are used in conducting workshops in the various elements of records management. Workshops are held in cooperation with Office of Training. Files are maintained by program, such as filing, disposition, forms, correspondence, vital records, etc.</p>	-	<p>Temporary. Retain in current file area until no longer needed for current activities. Transfer to Records Center. Hold for 5 years, then return to Records Administration Branch for review.</p>
11.	<p>ANALYSTS WORKING FILES:</p> <p>Contain copies of memos, reports, statistical compilations, background information, and related material pertinent to the records management activities. Files are maintained by individual analysts according to each area of interest or responsibility, or brought together as a central file for the group. Used for background in making additional studies and to keep analysts apprised of current happenings. Filed by subject.</p>	8.0	<p>Temporary. Screen annually and destroy, when information is no longer of current interest.</p>
12.	<p>FORMS FILE:</p> <p>Contains case files on the official Agency and other government agency forms approved for use in this Agency. Files contain one copy of each edition of published form, initial requests and justification, revisions, specifications, correspondence, changes, (organizational), and a 5 x 8 card record and index of each form. Filed numerically by form number.</p>	<p>21.0</p> <p>AGENCY acm 11 Nov 74</p>	<p>Permanent. Disposal not authorized. When form is superseded or obsolete, remove 5x8 card record from folder and place in inactive file. Retire to the Records Center Archives when no longer needed for reference. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.</p>

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13.	<p>FORMS INDEXES FILE:</p> <p>These are machine listings of forms used by the Agency - cross reference is alphabetically, numerically, functionally and by OPI. (The DARE System cards included in Schedule 30-64 have been destroyed completely)</p> <p>a. Machine listings</p> <p>b. DARE</p> <p>c. Control and Index card. Served as a perpetual inventory of inactive Agency forms.</p>	<p>.5</p> <p>-</p> <p>.5</p>	<p>Temporary. Destroy when new listings are received (generally quarterly).</p> <p>Obsolete per above explanation.</p> <p>Temporary. These are now incorporated into the forms machine listings and will be held 3 months at the desk and destroyed.</p>
14.	<p>REFERENCE PUBLICATIONS:</p> <p>Various publications, library material, brochures, commercial samples and periodicals relating to all phases of records management. They are maintained individually by analysts or collectively for reference of the Branch. Some topics are forms, filing, equipment, correspondence, reports, mail, and others related to records management programs. Maintained for background and reference. (This Item now includes the former Item 7 which no longer exists as scheduled in 30-64.)</p>	44.0	<p>Temporary. Purge file at least annually and destroy material of no further interest to the office.</p>

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15.	<p>PRESIDENTIAL LIBRARY LIAISON FILE:</p> <p>Memos, copies of transmittals, lists, and receipts for materials selected for transfer to the National Archives for inclusion in the Presidential Libraries. The file reflects the extent of CIA's contributions and participation in the Presidential Libraries Program. File is maintained for the CIA representative to the Archivist. Filed chronologically. (1962 to date).</p>	.1	<p>Permanent. Disposal not authorized. Incorporate in Agency Archives when no longer needed for current activities. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.</p>
16.	<p>RECORDS MANAGEMENT BOARD FILES:</p> <p>Records Management Board established in 1968, discontinued in May 1972. All official files are on file in Records Center.</p>		
17.	<p>FORMS DISTRIBUTION SUPPLY:</p> <p>Forms for which supply is maintained only by this office for issuance upon request to RMO's. Forms pertain to records management functions.</p>	3.0	<p>Temporary. For issuance upon request from RMO's. Replenish supply as needed. Destroy supply when forms are superseded or use previous editions per instructions at bottom of form near form number.</p>